FINANCIAL MAILING

IMPORTANT NOTICE

California State PTA is committed to ensuring you have the best possible insurance coverage and service to protect your unit and your members. We are diligently working to negotiate policies and services for the 2019 calendar year.

With that in mind, the Insurance and Loss Prevention Guide and Application for Additional Bonding Insurance will be sent in a separate mailing. Insurance premiums and deadlines remain intact and should be sent through channels.
October 2018

Dear PTA/PTSA Leader:

We hope the beginning of the 2018-2019 school year is off to a great start! We appreciate all that you do on behalf of children, families and communities. This annual financial mailing is intended to assist you in your work in overseeing a successful PTA. If you have any questions concerning the PTA financial packet, please contact your local council or district PTA treasurer.

**IMPORTANT NOTICE:**
California State PTA is committed to ensuring you have the best possible insurance coverage and service to protect your unit and your members. We are diligently working to negotiate policies and services for the 2019 calendar year. With that in mind, the Insurance and Loss Prevention Guide and Application for Additional Bonding Insurance will be sent in a separate mailing. Insurance premiums and deadlines remain intact and should be sent through channels.

Included in this packet:

- PTA Insurance Premium Notice/Invoice
- Financial Filing Requirements for Tax-Exempt Groups Including PTAs
- Workers' Compensation Annual Payroll Report (Instructions/Sample Form/Report Form)
- PTA as an Employer – What You Need to Know
- Tax Filing Support Center Flier
- Additional resources and information:
  - PTA Finances and Email Phishing Scams
  - Electronic Membership System: Important Financial Updates
  - 2019 Legislation Conference Flier
  - 2019 Convention Flier
  - PTAEZ Flier
  - PTA Store Flier

The 2019 insurance premium for units is $232 and $160 for councils/districts. Premiums are forwarded through the same channels as membership, and must be received by California State PTA on or before December 20, 2018.

Every unit, council and district is also required to complete, and submit through channels, a Workers’ Compensation Report Form. If total payments (gross) for ALL employees are more than $1,000 annually, the additional premium rate is 5 percent. Instructions and sample forms are included.

Thank you for your attention to this important information and your dedication as a PTA leader!

Sincerely,

Dianna MacDonald
President

Kathy Corzine
Treasurer
## Important Dates

<table>
<thead>
<tr>
<th>Dates</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anytime</td>
<td>Sign up for PTA’s Electronic Membership System TOTEM</td>
</tr>
<tr>
<td>November 15, 2018</td>
<td>File your IRS 990 Series (if your FY ends June 30)</td>
</tr>
<tr>
<td>November 15, 2018</td>
<td>File your FTB Form 199 Series (if your FY ends June 30)</td>
</tr>
<tr>
<td>November 15, 2018</td>
<td>File your RRF-1 with the OAG (if your FY ends June 30)</td>
</tr>
<tr>
<td>December 2018</td>
<td>Units - Remit insurance premiums for 2019-2020 through channels. Check with your council and/or district for appropriate due dates.</td>
</tr>
<tr>
<td>December 20, 2018</td>
<td>Districts - Insurance premiums due to California State PTA</td>
</tr>
<tr>
<td>January 2019</td>
<td>Units - Remit Workers Compensation Report through channels. Check with your council and/or district for appropriate due dates.</td>
</tr>
<tr>
<td>January 31, 2019</td>
<td>Districts – Workers Compensation Reports due to California State PTA</td>
</tr>
<tr>
<td>January 14-15, 2019</td>
<td>California State PTA Legislation Conference in Sacramento</td>
</tr>
<tr>
<td>May 16-18, 2019</td>
<td>California State PTA Annual Convention in Monterey</td>
</tr>
</tbody>
</table>

Visit [www.capta.org](http://www.capta.org) for updates and information.
INSURANCE INFO

IMPORTANT NOTICE

California State PTA is committed to ensuring you have the best possible insurance coverage and service to protect your unit and your members. We are diligently working to negotiate policies and services for the 2019 calendar year.

With that in mind, the Insurance and Loss Prevention Guide and Application for Additional Bonding Insurance will be sent in a separate mailing. Insurance premiums and deadlines remain intact and should be sent through channels.
PTA INSURANCE PREMIUM INVOICE

To: Units, Councils and Districts
Re: Insurance Premium for 2019-2020

Terms: The policy period covers January 5, 2019 through January 4, 2020. Insurance premium payments must be sent through appropriate channels (PTA unit to PTA council to PTA district) in order to be received in the California State PTA office no later than December 20, 2018. Out-of-council units are to remit payment to districts.

Units and councils DO NOT send insurance premium payments directly to California State PTA. Submit payments through appropriate channels (unit to council to district). After December 20, 2018 a late fee of $25 will be assessed by and payable to California State PTA. There is no grace period.

Units - comply with your council and district PTA due dates. Send your insurance premium payment through channels to next level of PTA. For additional information, please contact your council or district PTA.

NOTE: Child Care Programs are not covered under the California State PTA General Liability Insurance Policy. If your PTA is sponsoring such a program, you will need to purchase additional insurance.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Premium</td>
<td>$232</td>
</tr>
<tr>
<td>Includes mandatory coverage of General Liability and Umbrella, Directors and Officers Liability, Fidelity Bond and Workers’ Compensation Insurance.</td>
<td></td>
</tr>
<tr>
<td>Council Premium</td>
<td>$160</td>
</tr>
<tr>
<td>Includes mandatory coverage of Directors and Officers Liability, Fidelity Bond and Workers’ Compensation Insurance.</td>
<td></td>
</tr>
<tr>
<td>District Premium</td>
<td>$160</td>
</tr>
<tr>
<td>Includes mandatory coverage of Directors and Officers Liability, Fidelity Bond and Workers’ Compensation Insurance.</td>
<td></td>
</tr>
<tr>
<td>Late Fee</td>
<td>$25</td>
</tr>
<tr>
<td>After December 20, 2018, a late fee of $25 will be assessed by California State PTA. There is no grace period</td>
<td></td>
</tr>
</tbody>
</table>

The above premiums do not include the 5 percent surcharge that PTAs with gross payments in excess of $1,000 must pay for Workers’ Compensation Insurance.

Thanks to the units whose payments have already reached the state office!

If your Unit, Council or District needs higher limits, you will complete a separate application for Additional Bond Insurance – which will be delivered to you in a separate mailing along with the Insurance and Loss Prevention Guide. Coverage will be effective from 1/5/2019 to 1/5/2020.
Stay tuned for a future mailing containing:

- Insurance and Loss Prevention Guide
- Application for Additional Bonding Insurance
- Red, Yellow and Green Light Packet

California State PTA

every child. one voice.
Failure to file can result in daily penalties in addition to loss of your PTA’s exempt status and termination of your PTA charter.

California State PTA can help!

http://capta.org/ptalandleaders/services/tax-filing-support-center/
FINANCIAL FILING REQUIREMENTS

Tax-exempt organizations, including PTAs, must file annual returns

Tax-exempt organizations operating in the State of California, including PTAs, are legally required to file annual returns with the following federal and state agencies:

1) United States Department of the Treasury Internal Revenue Service (IRS)

2) State of California Franchise Tax Board (FTB)

3) State of California Office of the Attorney General’s (OAG) Registry of Charitable Trusts

California State PTA is committed to providing information to help your PTA remain in compliance with its annual filing requirements. Please visit the California State PTA Tax Filing Support Center at http://capta.org/pta-leaders/services/tax-filing-support-center/ for step-by-step pointers on what your PTA needs to file and other useful materials.

If your PTA requires assistance completing any of the required filings beyond information provided in the applicable, forms, instructions and publications, contacting a Certified Public Accountant (CPA) or tax professional, such as an Enrolled Agent (EA), specializing in nonprofit organizations exempt from federal and state income tax as public charities is recommended.

1) Internal Revenue Service - Form 990 Series

- There are three forms in the Internal Revenue Service (IRS) Form 990 series. Only ONE should be filed which is generally based on your PTA’s financial activity (refer to the chart below).

<table>
<thead>
<tr>
<th>IF YOUR PTA’S GROSS RECEIPTS ARE...</th>
<th>FILE FORM...</th>
<th>COMPLEXITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normally equal to or less than $50,000 (refer to Appendix B of the Form 990-EZ Instructions for guidance regarding “normally”)</td>
<td>990-N</td>
<td>Low</td>
</tr>
<tr>
<td>Normally greater than $50,000, less than $200,000 during the year, AND total assets are less than $500,000 at the end of the year</td>
<td>990-EZ</td>
<td>Medium</td>
</tr>
<tr>
<td>Equal to or greater than $200,000 OR total assets are equal to or greater than $500,000 at the end of the year</td>
<td>990</td>
<td>High</td>
</tr>
</tbody>
</table>

- The IRS requires the applicable form in the 990 series to be filed no later than 4½ months after your PTA’s fiscal year ends. For example, if your PTA’s fiscal year ends on June 30, the applicable form must be filed with the IRS by November 15.

- For 990 series forms and instructions, please visit the following page at the IRS website: https://www.irs.gov/charities-non-profits/form-990-series-which-forms-do-exempt-organizations-file-filing-phase-in

- If your PTA generates unrelated business income equal to or greater than $1,000 during the year, it may be required to file IRS Form 990-T, Exempt Organization Business Income Tax Return, in addition to form 990-N, 990-EZ, or 990. For more information, please visit the following page at the IRS website: https://www.irs.gov/charities-non-profits/unrelated-business-income-tax
2) Franchise Tax Board - Form 199 Series

- There are two forms in the Franchise Tax Board (FTB) Form 199 series, the relatively less complex Form 199-N and the more complex Form 199. Only ONE should be filed depending your PTA’s financial activity (refer to the chart below). Generally, if the threshold for filing the Form 199 is not crossed, the 199-N may be filed.

<table>
<thead>
<tr>
<th>IF YOUR PTA HAS EXISTED...</th>
<th>FILE FORM 199 IF YOUR GROSS RECEIPTS EQUAL...</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 year or less</td>
<td>More than $75,000</td>
</tr>
<tr>
<td>More than 1 year, but less than 3 years</td>
<td>More than $60,000 (average for current year and immediately preceding year)</td>
</tr>
<tr>
<td>3 years or more</td>
<td>More than $50,000 (average for current year and immediately preceding 2 years)</td>
</tr>
</tbody>
</table>

- The FTB requires the applicable form in the 199 series to be filed no later than 4 ½ months after your PTA’s fiscal year ends. For example, if your PTA’s fiscal year ends on June 30, the applicable form must be filed with the FTB by November 15.

- For more information on filing requirements, please visit the following page at the FTB’s website: https://www.ftb.ca.gov/businesses/Exempt-organizations/Filing-Requirements.shtml

- For FTB Exempt Forms and Publications, please visit the following page at the FTB’s website: https://www.ftb.ca.gov/businesses/Exempt-organizations/Forms-and-Publications.shtml

- If your PTA generates unrelated business income in excess of $1,000 during the year, it may be required to file FTB Form 109, California Exempt Organization Business Income Tax Return, in addition to form 199-N or 199. For more information, please visit the page listed above for FTB Exempt Forms and Publications.

3) Office of Attorney General Registry of Charitable Trusts - Form RRF-1

- The Office of Attorney General (OAG) requires all charitable organizations operating in the State of California, including PTA units, councils and districts, to be registered with the Registry of Charitable Trusts and to file OAG Form RRF-1 annually.

- The OAG requires Form RRF-1 to be filed no later than 4 ½ months after your PTA’s fiscal year ends. For example, if your PTA’s fiscal year ends on June 30, OAG Form RRF-1 must be filed with the OAG by November 15.

- Existing PTAs that are not yet registered with the OAG will be registered delinquent and may need to provide up to five years of filings (depending on the organizing date), pay the related filing fees, and may be subject to penalties if the delinquency is not resolve din a timely manner.

- If your PTA does not have a CT number yet, please FILE NOW as the process can take approximately 90 days to complete.

- For more information as well as the form and instructions, please visit the OAG’s website at: https://oag.ca.gov/charities/forms
WORKERS’ COMPENSATION

Blank form included in this packet. You can also use a fillable PDF form in the Online Toolkit at http://downloads.capta.org/toolkit/forms/WorkersCompAnnualPayroll.pdf. Return through channels to your council and/or district by their set deadlines.

FOR PTA DISTRICTS:
Reports and payment must be received by California State PTA by January 31, 2019.
Workers’ Compensation Annual Payroll Report
Instructions and Reporting Requirements of PTAs

Who Must File

All unit, council, and district PTAs are required to complete the Workers’ Compensation Annual Payroll Report each year, even if no employees were paid.

- If your PTA did not make any direct payments for services between January 5, 2018, and January 4, 2019, please write "NO ONE PAID" in the “Name of Payee” section, sign and date the report form, and send it through the proper channels (e.g. units to councils and councils to districts). PTA Districts are responsible to ensure it reaches the California State PTA office no later than January 31, 2019.
- If your PTA did make direct payments for services January 5, 2018, and January 4, 2019, please follow the instructions below and refer to the example included in this package.

When to File

The Workers’ Compensation Annual Payroll Report and any additional Workers’ Compensation insurance should be sent through the proper channels (e.g. units to councils and councils to districts) and must reach the California State PTA office by January 31, 2019. Information included in the report should be for the period beginning January 5, 2018, and ending January 4, 2019.

Purpose

1) California Labor Code Compliance
   - The State of California generally requires any organization considered to be an employer to provide Workers’ Compensation insurance for its employees. In order to help ensure compliance, California State PTA carries Workers’ Compensation insurance for all operations of the PTA as part of its Insurance Program which requires all unit, council, and district PTAs to participate.

2) California State PTA’s Annual Workers’ Compensation Premium Audit
   - The annual premium California State PTA pays to carry Workers’ Compensation for all operations of the PTA is based largely on the total wages paid by every unit, council, and district PTA in a policy year and the type of work for which those wages were paid.
   - The information reported on the Workers’ Compensation Annual Payroll Report by each unit, council, and district PTA is ultimately reported to the insurance carrier for purposes the annual Workers’ Compensation Premium Audit.

3) Additional Workers’ Compensation Insurance Premiums
   - The cost of Workers Compensation insurance coverage to unit, council, and district PTAs for the first $1,000 in wages paid each policy year by each PTA is included in the annual premium that unit, council, and district PTAs remit to the California State PTA as part of the Insurance Program.
   - If more than $1,000 in wages are paid by a PTA in a policy year, there is an additional charge of 5% of the wages paid in excess of $1,000 in the policy year payable to the California State PTA to offset the costs of additional risk and ultimately higher premiums. The Workers’ Compensation Annual Payroll Report is used to calculate that additional charge if applicable.
Instructions

1) Name of Payee (Lines 1 through 12)
   - Please list all individuals and organizations paid directly for services during the report period.
   - The report period covers direct payments for services between January 5, 2018, and January 4, 2019.
   - Please be sure the names listed match the names that the payments for services were actually made to.
   - Please do NOT list payees when funds have been donated to a school district to pay workers.
   - Please use additional report forms if your PTA has more than 12 payees to list (use one report form as a summary and the others as detail).

2) Type of Work (Lines 1 through 12)
   - Please list an accurate and clear description of the work performed. It will be used to classify the payee for purposes of the annual Workers’ Compensation Premium Audit. Attached the job description is more space is needed.

3) Does the Worker Carry Their Own Workers’ Compensation Insurance? (Lines 1 through 12)
   - Please mark “yes” ONLY if the payee has provided your PTA with a valid Certificate of Insurance (COI).
   - A valid COI must have the Workers’ Compensation section completed (e.g., limits are listed).
   - A valid COI must be in effect for the dates that the work is performed.
   - A valid COI must list the name of the individual or organization that was paid to perform the work.
   - Please attach a corresponding valid COI for any payee when your PTA marks “yes” for this item.
   - General or Professional Liability coverage is NOT Workers’ Compensation coverage.
   - Hold Harmless or other agreements and documents are NOT substitutes for a valid COI.

4) Dates Worked (Lines 1 through 12)
   - Please list the actual dates or date ranges that each payee worked related to direct payments from your PTA during the report period (services between January 5, 2018, and January 4, 2019).

5) Payroll Amounts Paid (Lines 1 through 12)
   - Please list the amount paid for services during the report period (January 5, 2018, to January 4, 2019).
   - Please ONLY list an amount paid here if your PTA does NOT have a valid COI for the payee
   - Please do NOT list an amount here if your PTA has a valid COI for the payee.

6) Total for All Payees (Line A)
   - Please total the amounts listed on lines 1 through 12 of the report form.
   - If your PTA has more than 12 payees, please use additional report forms.
     - On each form, add lines 1 through 12, enter the result on the “Total for All Payees” line and stop.
     - Use a blank report form as a summary by entering the amount(s) in the “Total for All Payees” lines in the “Amount Paid for Services” column.
     - Finally, on the summary page, total the amounts listed on lines 1 through 12 of the report form(s).

7) Less $1,000 (Line B)
   - The first $1,000 in payments for services are covered by your PTA’s annual insurance premium. To account for this, line B is pre-filled with a negative $1,000.

8) Gross Pay (Line C)
   - If more than $1,000 is paid for services, a charge of 5% of the payments in excess of $1,000 applies. The base of that charge is the “Total for All Payees” on line A less $1,000 on line B.

9) Premium Due (Line D)
   - Multiply the amount on line C, “Gross Pay,” by 5%, the premium rate on payments for services in excess of $1,000.
   - The result is the additional Workers’ Compensation insurance premium due. Please forward a check for the additional premium in addition to the report form and any COIs through the proper channels. PTA Districts are responsible to ensure it reaches the California State PTA office no later than January 31, 2019.
### Workers’ Compensation Annual Payroll Report

(Attach insurance premium payment to Report and forward to council/district PTA as directed by their due date. Payment must be received from district PTA on or before January 31.)

**Name of PTA** __________________________  **District PTA** __________________________

**Address** __________________________  **Council** __________________________

**City** __________________________  **Zip** __________________________

**Please note:** List only those employees that PTA pays directly. Attach copies of all DE-6 and DE-542. Do NOT list when monies are donated to school district for employee salaries. Do NOT list company name, only individual names.

<table>
<thead>
<tr>
<th>NAME OF WORKER</th>
<th>TYPE OF WORK BE SPECIFIC</th>
<th>DOES PERSON PAID CARRY HIS/HER OWN WORKERS’ COMPENSATION INSURANCE?</th>
<th>DATES WORKED</th>
<th>PAYROLL AMOUNT PAID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>JAN 5, 2018 to JAN 4, 2019</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**A**  
Total Payroll for ALL Employees  $ 0.00

**B**  
Less $1,000  - $1,000.00

**C**  
Gross Payroll  $ 0.00

**D**  
Premium due for additional Workers’ Compensation insurance coverage (5.0% of Gross Payroll) (Line C)  $ 0.00

*If yes, worker must supply the PTA with a Certificate of Insurance from his/her Workers’ Compensation insurance carrier. This report form must be completed and forwarded through channels to reach the California State PTA office no later than January 31.

- Unit, council and district PTAs are required to file this form, **even if no one was paid.**
- Report ALL paid workers – attach additional Payroll Report detail page(s) as necessary.
- Attach copies of quarterly employee reporting forms DE-6 and DE-542 for Independent Contractors.
- Write “NO ONE PAID” across form if no one was paid.
- Signed by treasurer or president.
- Forward through channels (unit to council to district). DO NOT send directly to the California State PTA office.

See California State PTA Toolkit, “Workers’ Compensation Annual Report,” 5.3.3i for more information.

**Date** __________________________** Signed** __________________________

**Telephone (_____)** __________________________  **Position** __________________________
PTA as an Employer

Given the vast amount of federal and state requirements regarding employers, it is recommended that PTAs gift funds to the school district to acquire services whenever possible because school districts generally have extensive experience and expertise in satisfying any applicable requirements. If funds are gifted, it is imperative that the school district recognize the financial gift is NOT an ongoing commitment since each PTA’s budget must be adopted annually.

Please note, this document is for informational purposes only and is not intended to provide, and should not be relied on for, legal or tax advice. If legal or tax advice is needed, please contact a legal or tax professional. The information contained in this document represents a good faith effort to highlight certain federal and state responsibilities regarding employers. It is intended to be general in nature to assist California State PTA members in their efforts to ensure that their PTAs are in compliance with federal and state requirements applicable to employers.

This document is not intended to be a complete list or comprehensive guide of all federal and state requirements applicable to employers. It is also not intended to be a list or guide of federal and state requirements that are applicable to all employers. In addition, given the frequency of changes in employer related laws and regulations, the information contained in this document may not be current. Therefore, it is critical that users of this document seek current and comprehensive guidance from authoritative sources including but not limited to the United States Department of the Treasury Internal Revenue Service (IRS), United States Department of Labor (DOL), the State of California Employment Development Department (EDD), the State of California Franchise Tax Board (FTB), and the State of California Department of Industrial Relations (DIR), and apply that guidance to the relevant facts and circumstances of their PTA in order to identify and comply with applicable federal and statement requirements regarding employers.

Responsibility #1: Worker Classification

Workers receiving compensation from your PTA for providing services generally need to be classified as an employee or independent contractor. Please note, potential liabilities and penalties are significant if worker is treated as an independent contractor and later found to be an employee.

Certain workers are considered by statute to be employees or independent contractors. The basis for these considerations vary depending on the applicable statute.


- Refer to Employment Development Department (EDD) Publication DE-231SE, Statutory Employees Information Sheet for descriptions of workers considered to be statutory employees for California state payroll tax and withholding purposes (http://www.edd.ca.gov/pdf_pub_ctr/de231se.pdf).
For workers that are not statutory employees or independent contractors, your PTA will need to identify the purpose for which the classification is being made and apply guidance from the appropriate authoritative sources for that purpose to the facts and circumstances relevant to your PTA’s relationship with a particular worker to form a determination.

Unfortunately, there is not a single set of uniform criteria for worker classification for all purposes. Therefore, your PTA must identify the purpose for which the classification is being made and apply guidance from appropriate authoritative sources to the facts and circumstances relevant to your PTA’s relationship with a particular worker.

The IRS is generally an authoritative source of worker classification guidance for purposes of federal payroll taxes and withholding. Following are three factors that the IRS weighs in reaching their determination of worker classification for federal payroll taxes and withholding purposes.

1) **Behavioral Control**: If your PTA controls or has the right to control what the worker does and how the worker does his or her job, it is indicative the worker is likely an employee of your PTA.

2) **Financial Control**: If your PTA controls the business aspects of the worker’s job, it is indicative the worker is likely an employee of your PTA (these include things like how the worker is paid, whether expenses are reimbursed, who provides tools and supplies, etc.).

3) **Type of Relationship**: This refers to facts that show how the worker and your PTA perceive their relationship. For example, if your PTA offers the worker employee benefits, such as access to a retirement plan, paid vacation, paid sick days, and disability insurance, it is indicative of an employer-employee relationship. Also, if your PTA hires a worker with the expectation that the relationship will continue indefinitely rather than for a specific project or period, it is indicative of an employer-employee relationship.

The EDD is generally an authoritative source of worker classification guidance for purposes of California state payroll taxes and withholding. Refer to **EDD Publication DE-38, Employment Determination Guide** for a worksheet and additional information (http://www.edd.ca.gov/pdf_pub_ctr/de38.pdf).

Your PTA must identify and weigh all applicable factors when determining whether a worker is an employee or independent contractor. Some factors may indicate that the worker is an employee, while other factors may indicate that the worker is an independent contractor. There is generally no “magic” or set number of factors that “makes” the worker an employee or an independent contractor, and generally no one factor stands alone in making this determination. The **keys are looking at the entire relationship, weighing the applicable factors, and documenting each of the factors** used to make your PTA’s determination.

It is important to note that a worker’s desire to be considered an employee or independent contractor is **NOT a factor** in determining the appropriate classification. Also, merely stating that a worker is an independent contractor in a contract **is not sufficient** to determine the worker’s classification.

Authoritative and other helpful sources for certain worker classification purposes include:

- **State of California Department of Industrial Relations (DIR) – Labor laws**
  - https://www.dir.ca.gov/dlse/faq_independentcontractor.htm

- **State of California Employment Development Department (EDD) – State payroll taxes and withholding**
  - http://www.edd.ca.gov/Payroll_Taxes/FAQ - Payroll_Taxes_General_Information.htm#CommonLaw

- **State of California Tax Service Center (TSC) – Record keeping and tax reporting**
  - http://www.taxes.ca.gov/icore.bus.shtml
Responsibility classification

Finally, for payroll taxes and withholding purposes, your PTA can request a worker classification determination from the IRS or EDD for payroll taxes and withholding purposes.

- The request to the IRS can be made by filing IRS Form SS-8, Determination of Worker Status for Purposes of Federal Employment Taxes and Income Tax Withholding (https://www.irs.gov/forms-pubs/about-form-ss8).
- The request to the EDD can be made by filing EDD Form DE 1870, Determination of Employment Work Status (http://www.edd.ca.gov/pdf_pubCtr/de1870.pdf).

Responsibility #2: Background Checks, Hiring Requirements, and Documentation

- Background Checks and Hiring Requirements

  1) All personnel who work on a school campus, regardless of whether they are hired as employees or independent contractors, must be fingerprinted and undergo a background check.

  2) All personnel employed by your PTA must meet school district health screening requirements AND comply with school district procedures for detecting and reporting suspected child abuse, as required by state law. For more information, please contact your school district.

  3) Minors employed in the state of California must have a Permit to Employ and Work (commonly referred to as a “work permit”). Work permits are typically issued by the school where the student is enrolled. For more information, refer to the California Department of Education’s (CDE) website at http://www.cde.ca.gov/ci/ct/we/workpermitsforstudents.asp.

- Employee Documentation

  The following documentation should generally be collected for workers classified as employees:

  1) Citizenship and Immigration Services (CSCIS) Form I-9, Employment Eligibility Verification
     - https://www.uscis.gov/i-9

  2) Internal Revenue Service (IRS) Form W-4, Employee’s Withholding Allowance Certificate

  3) Employment Development Department (EDD) Form DE-4, Employee’s Withholding Allowance Certificate
     - https://www.ftb.ca.gov/individuals/wsc/adjust-wage-withholding.shtml
• **Independent Contractor Documentation**

The following documentation should generally be collected for workers classified as independent contractors:

1) *Internal Revenue Service (IRS) Form W-9, Request for Taxpayer Identification Number and Certification*  

2) *Franchise Tax Board (FTB) Form 590, Withholding Exemption Certificate*  
   - [https://www.ftb.ca.gov/individuals/wsc/withholding.shtml](https://www.ftb.ca.gov/individuals/wsc/withholding.shtml)

   - It is important to ensure that the “General Liability” section is marked and completed

4) Current Certificate of Liability Insurance (COI) With Workers Comp and Employers’ Liability Coverage  
   - It is important to ensure that the “Workers Comp” section is marked and completed

**Responsibility #3: Notices and Posters**

State and federal regulations require employers to display various posters and notices to inform their employees of certain laws and regulations pertaining to employment and working conditions. Below are resources to help determine and acquire posters and notices that must be displayed.

- **State of California Department of Industrial Relations (DIR)**  
  - [https://www.dir.ca.gov/wpnodb.html](https://www.dir.ca.gov/wpnodb.html)

- **State of California Tax Service Center (TSC)**  
  - [http://www.taxes.ca.gov/Payroll_Tax/postingreqbus.shtml](http://www.taxes.ca.gov/Payroll_Tax/postingreqbus.shtml)

**Responsibility #4: Workers’ Compensation Coverage and Related Requirements**

• **Workers’ Compensation Insurance**

  - Employers in the State of California are *required by law* to have workers' compensation insurance, even if they only have one employee.

• **Unit, Council, and District PTA Workers’ Compensation Coverage**

  - As part of the California State PTA Insurance Program, all PTAs pay the base Workers Compensation premium regardless of whether or not employees have been hired.

  - All unit, council, and district PTAs are required to file the California State PTA *Workers’ Compensation Annual Payroll Report* (the Report), even if a PTA has not compensated any workers. The Report must be filed no later than **January 31** of the current year for the period beginning on January 5 of the prior year and ending January 4 of the current year.
For your convenience, a printed copy of the Report and instructions for completing it are included in this package (“Workers’ Compensation Annual Payroll Report Instructions and Reporting Requirements for PTAs”).

For a fillable electronic version of the Report as well as additional information, visit the California State PTA online Toolkit at http://downloads.capta.org/toolkit/forms/WorkersCompAnnualPayroll.pdf

**Injury and Illness Prevention Program (IIPP)**

Employers in the State of California are required to have an effective written IIPP. Any PTA that directly compensates a worker and reports that compensation on the Workers’ Compensation Annual Payroll Report must comply with IIPP requirement.

Refer to the State of California Department of Industrial Relations (DIR) IIPP online eTool at http://www.dir.ca.gov/dosh/etools/09-031/index.htm for more information and resources.

**What to do if an injury on the job occurs? For injuries that occur BEFORE December 31, 2018.**

1) Complete the *California State PTA Incident Report Form* and forward it to your district PTA, California State PTA, and Knight Insurance Services within 24 hours. The form and forwarding information is in your 2018 Insurance and Loss Prevention Guide. The form can also be obtained by contacting the California State PTA at (916) 440-1985 or emailing info@capta.org.

2) Complete the Employer section of the State of California Department of Industrial Relations Division of Workers’ Compensation (DWC) Form 1, Workers’ Compensation Claim Form and Notice of Potential Eligibility (https://www.dir.ca.gov/dwc/dwcform1.pdf), and provide it to the employee within one working day of finding out about an injury or illness.

3) Report the incident to Berkshire Hathaway Homestate Companies (BHHC), the parent company of the Workers’ Compensation insurance carrier, Cypress Insurance Company, within five working days of finding out about an injury or illness.

   - In order to make the report, you will need to get the Workers’ Compensation policy number by contacting Knight Insurance Services at PTACA@Kinghtins.net or (800)733-3036.

   - The incident can be reported to BHHC online at https://www.interactclaims.com/claim/BHHCLogin3.jsp or via phone at (866)766-6565. Since this is not a self-insured program, BHHC is responsible for the State of California Division of Labor Statistics and Research Form 5020, Employer’s Report of Occupational Injury or Illness filing requirement after you have reported the incident to them.

4) Determine whether there are any United States Department of Labor, Occupational Safety and Health Administration (OSHA) recordkeeping or reporting requirements. In certain instances, reporting may be required in as little as 8 hours after the incident. Please visit https://www.osha.gov/employers/index.html or call OSHA at (800)321-6742 for additional information and resources.
5) Additional information about what to do in the event of an injury and other requirements is provided in BHHC’s **Workers’ Compensation Claim Kit – California**. The electronic version is available at [https://www.bhhc.com/workers-compensation/claim-center/claim-kits-by-state.aspx](https://www.bhhc.com/workers-compensation/claim-center/claim-kits-by-state.aspx). A printed version can be obtained by calling BHHC’s Customer Care Center at (888) 495-8949.

### Responsibility #5: Employment Taxes and Withholdings

**NEW**: For the filings and deposits with the State of California, beginning **January 1, 2017**, employers with 10 or more employees are required to electronically submit employment tax returns, wage reports, and payroll tax deposits to the EDD. **All remaining employers** will be subject to this requirement beginning **January 1, 2018**.

<table>
<thead>
<tr>
<th>Taxes and Withholding</th>
<th>Type</th>
<th>Rate(s)</th>
<th>Deposit Schedule</th>
<th>More Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>California Personal Income Tax (PIT) Withholding</strong></td>
<td>Employee Withholding</td>
<td>Use each employee’s IRS Form W-4 or EDD Form DE-4 and refer to EDD Publication DE-44, California Employer’s Guide to determine the rate.</td>
<td>Generally monthly or semi-weekly. Review EDD Publication DE-44, California Employer’s Guide to determine your PTA’s schedule.</td>
<td><a href="http://www.edd.ca.gov/Payroll_Taxes/Employers_Guide.htm">http://www.edd.ca.gov/Payroll_Taxes/Employers_Guide.htm</a></td>
</tr>
<tr>
<td><strong>California State Disability Insurance (SDI) Tax Withholding</strong></td>
<td>Employee Withholding</td>
<td>SDI rate is 0.9% on the first $110,902 paid in wages to each employee in a calendar year for 2017 (2018 is pending).</td>
<td>Generally monthly or semi-weekly. Review EDD Publication DE-44, California Employer’s Guide to determine schedule.</td>
<td><a href="http://www.edd.ca.gov/Payroll_Taxes/Employers_Guide.htm">http://www.edd.ca.gov/Payroll_Taxes/Employers_Guide.htm</a></td>
</tr>
<tr>
<td><strong>California State Unemployment Insurance (UI) Tax for Tax-Rated Employers</strong></td>
<td>Employer Tax</td>
<td>New employer UI rate is 3.4%. Existing employers are notified by EDD of new UI rate each December. Wage base limit is $7,000 per employee per year.</td>
<td>Generally the first day of the first calendar month after the calendar quarter ends (delinquent by end of month)</td>
<td><a href="http://www.edd.ca.gov/Payroll_Taxes/Employers_Guide.htm">http://www.edd.ca.gov/Payroll_Taxes/Employers_Guide.htm</a></td>
</tr>
<tr>
<td><strong>California State Employment Training Tax (ETT)</strong></td>
<td>Employer Tax</td>
<td>ETT rate is 0.1% on the first $7,000 in wages paid to each employee in a calendar year.</td>
<td>Generally the first day of the first calendar month after the calendar quarter ends (delinquent by end of month)</td>
<td><a href="http://www.edd.ca.gov/Payroll_Taxes/Employers_Guide.htm">http://www.edd.ca.gov/Payroll_Taxes/Employers_Guide.htm</a></td>
</tr>
</tbody>
</table>

**Note**: Organizations exempt from income tax under Internal Revenue Code section501(c)(3), such as PTAs, are also exempt from **federal unemployment tax** ([https://www.irs.gov/charities-non-profits/exempt-organizations-what-are-employment-taxes](https://www.irs.gov/charities-non-profits/exempt-organizations-what-are-employment-taxes)).
Responsibility #6: Reporting

1) Employee Reporting

Following is a list of common reports related to employees. *Please note, this not a complete list of required filings and all filings listed may not be required.* Each PTA’s required filings will depend on its individual circumstances.

<table>
<thead>
<tr>
<th>Filing</th>
<th>Purpose</th>
<th>Due Date</th>
<th>More Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>IRS Form 941, Employer’s Quarterly Federal Tax Return</td>
<td>Report social security and Medicare employer taxes and withholdings (quarterly filer).</td>
<td>Generally the last day of the first calendar month after the calendar quarter ends.</td>
<td><a href="https://www.irs.gov/charitie...-940-w-2-and-w-3">https://www.irs.gov/charitie...-940-w-2-and-w-3</a></td>
</tr>
<tr>
<td>EDD Form DE-9/ DE-9C, Quarterly Contribution Return and Report of Wages</td>
<td>Report on wages and taxes paid for each quarter.</td>
<td>Generally the first day of the first calendar month after the calendar quarter ends (delinquent by end of month).</td>
<td><a href="http://www.edd.ca.gov/Payroll_Taxes/Helpful_Resources_New_Employer.htm">http://www.edd.ca.gov/Payroll_Taxes/Helpful_Resources_New_Employer.htm</a></td>
</tr>
<tr>
<td>EDD Form DE-34, Report of New Employees</td>
<td>Report employment for purposes of locating parents who are delinquent in their child support obligations.</td>
<td>Generally within 20 days of an employee’s first day of work.</td>
<td><a href="http://www.edd.ca.gov/Payroll_Taxes/Helpful_Resources_New_Employer.htm">http://www.edd.ca.gov/Payroll_Taxes/Helpful_Resources_New_Employer.htm</a></td>
</tr>
</tbody>
</table>
2) Independent Contractor Reporting

Following is a list of common reports related to independent contractors. Please note, this is not a complete list of required filings and all filings listed may not be required. Each PTA’s required filings will depend on its individual circumstances.

<table>
<thead>
<tr>
<th>Filing</th>
<th>Purpose</th>
<th>Due Date</th>
<th>More Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>IRS Form 1099-MISC, Miscellaneous Income</td>
<td>Report payments ≥ $600 to a payee during the calendar year (refer to the Form instructions for exceptions).</td>
<td>NEW: Recipient copy due to payee AND filing with IRS now due January 31 whether filed by paper or electronically.</td>
<td><a href="https://www.irs.gov/businesses/small-businesses-self-employed/reporting-payments-to-independent-contractors">https://www.irs.gov/businesses/small-businesses-self-employed/reporting-payments-to-independent-contractors</a></td>
</tr>
<tr>
<td>EDD Form DE-542, Report of Independent Contractors</td>
<td>Report payments for purposes of locating parents who are delinquent in their child support obligations.</td>
<td>Generally within 20 days of either making payments ≥ $600 OR entering into a contract ≥ $600, whichever is earlier.</td>
<td><a href="http://www.edd.ca.gov/Payroll_Taxes/Independent_Contractor_Reporting.htm">http://www.edd.ca.gov/Payroll_Taxes/Independent_Contractor_Reporting.htm</a></td>
</tr>
<tr>
<td>FTB Form 592 Resident and Nonresident Withholding Statement</td>
<td>Report total nonresident withholding from payments.</td>
<td>Generally due on April 15, June 15, September 15, or January 15 depending on when payment is made.</td>
<td><a href="https://www.ftb.ca.gov/individuals/wsc/forms-and-publications.shtml">https://www.ftb.ca.gov/individuals/wsc/forms-and-publications.shtml</a></td>
</tr>
</tbody>
</table>

Responsibility #7: Planning and Approvals

- **Planning Projects Requiring Employees or Independent Contractors**

  1) Consider gifting funds to the school district to acquire services whenever possible.

  2) As highlighted above, there are extensive reporting and other requirements when a PTA directly hires a worker regardless of classification as an employee or independent contractor. Therefore, it is critical to ensure your PTA has the means to identify and comply with all applicable requirements before directly hiring a worker.

  3) Review information regarding PTA policies and procedures before embarking on any program or project, especially those where the PTA hires a worker. The California State PTA Toolkit is an excellent source for this information and can be found online at http://toolkit.capta.org/.
• Approving Projects Requiring Employees or Independent Contractors

1) Approval of the proposed project by the PTA’s members at an association meeting is required.
   – The approval must include authorization for the fundraising activities that will support the project.
   – The vote must be recorded in the PTA’s minutes.

2) Approval of the proposed project by the school’s principal, superintendent, and board is required if the project involves the use of the school’s facilities.
   – Respective dates of such approvals must be recorded in the minutes of the PTA with letters of approval attached to those minutes

3) Ongoing projects must be approved every year.

Failure to Fulfill Employer Responsibilities

Failure by an employer to fulfill its responsibilities can have serious consequences ranging from monetary penalties to imprisonment. Accordingly, if your PTA hires a worker, it is critical that it be prepared to identify and comply with all the responsibilities of being an employer.

• The infractions penalized and the extent of each penalty can vary greatly depending the law, regulation, rule, or enforcement agency.

• In general, information about penalties is included in form instructions and other publications from authoritative sources regarding employer responsibilities.


• Common violations of employer responsibilities include:

   – Failure to make required payroll tax and withholding deposits or make them timely.

   – Failure to make required filings or make them timely.

   – Failure to electronically file reports when electronic filing is required.

   – Failure to report accurate or complete information.

   – Failure to provide workers with required reports or to provide them timely.
**Workers' Compensation Annual Payroll Report**

*Attach insurance premium payment to Report and forward to council/district PTA as directed by their due date. Payment must be received from district PTA on or before January 31.)*

<table>
<thead>
<tr>
<th>Name of Worker</th>
<th>Type of Work Specific</th>
<th>Does Person Paid Man His/Her Own Workers Compensation Insurance?</th>
<th>Days Worked</th>
<th>Payroll Amount Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paul McCartney</td>
<td>Performer (Mainline)</td>
<td>Yes</td>
<td>1/1/18 to 1/20/18</td>
<td>$1,942.00</td>
</tr>
<tr>
<td>Fred Rodgers</td>
<td>Performer (Background)</td>
<td>Yes</td>
<td>2/14/18 to 2/28/18</td>
<td>$1,928.00</td>
</tr>
<tr>
<td>Justin Timberlake</td>
<td>Childstar</td>
<td>Yes</td>
<td>3/6/18</td>
<td>$1,917.00</td>
</tr>
<tr>
<td>Rhianna Music Company</td>
<td>Instructor (Music)</td>
<td>Yes</td>
<td>4/2/18 to 4/14/18</td>
<td>$1,930.00</td>
</tr>
<tr>
<td>Scissorhands Scaping Company</td>
<td>Landscaper</td>
<td>Yes</td>
<td>5/15/18</td>
<td>$2,300.00</td>
</tr>
<tr>
<td>Donatella Spink</td>
<td>Instructor</td>
<td>Yes</td>
<td>6/17/18</td>
<td>$1,983.00</td>
</tr>
<tr>
<td>Tim Taylor</td>
<td>Instructor (Vocal)</td>
<td>Yes</td>
<td>1/5/18 to 12/31/18</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Russell Scott</td>
<td>Instructor</td>
<td>Yes</td>
<td>7/8/18 to 7/23/18</td>
<td>$500.00</td>
</tr>
<tr>
<td>Fantasia Cleaning Services</td>
<td>Janitor</td>
<td>Yes</td>
<td>11/14/18</td>
<td>$750.00</td>
</tr>
<tr>
<td>Vincent Van Gogh</td>
<td>Artist</td>
<td>Yes</td>
<td>12/25/18</td>
<td>$1,300.00</td>
</tr>
</tbody>
</table>

**Total Payroll for ALL Employees:**

$17,050.00

**Less $1,000:**

$1,050.00

**Gross Payroll:**

$16,000.00

**Premium due for additional workers' compensation insurance coverage: 5.0% of Gross Payroll (Line C):**

$800.50

*If yes, work must supply the PTA with a Certificate of Insurance from his/her Workers’ Compensation insurance carrier. This report form must be completed and forwarded through channels to reach the California State PTA office no later than January 31.*

- Unit, council, and district PTAs are required to file this form, even if no one was paid.
- Report ALL paid workers – attach additional Payroll Report detail page(s) as necessary.
- Attach copies of quarterly employee reporting forms DE-6 and DE-642 for Independent Contractors.
- Write "NO ONE PAID" across form if no one was paid.
- Signed by treasurer or president.
- Forward through channels (unit to council to district). DO NOT send directly to the California State PTA office.

**Date:**

January 7, 2019

**Signed:**

[Signature]

**Telephone:**

(782) 867-5039

**Position:**

Treasurer

---

Fig. 5-10 Workers' Compensation Annual Payroll Report

*Finance*  California State PTA Toolkit  217
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(s) must be endorsed. IF SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Gannon Insurance Brokerage
2012 Canton Avenue
Oakland CA 94609

CONTACT NAME: J.D. Rio
PHONE: (999) 999-9999
FAX: (999) 999-9999
E-MAIL: C2E@GIB.com

INSURED
Fantasia Cleaning Services
2017 Houston Boulevard
Oakland CA 94609

INSCRIBER(s) AFFORDING COVERAGE
INSURER A: Carr and Company

COVERAGES

COVERAGE

COMMERICAL GENERAL LIABILITY

CLAIMS-MADE OCCUR

GENERAL AGGREGATE LIMIT APPLIES PER
POLLICY PROJECT LOC

AUTOMOBILE LIABILITY

ANY AUTO
ALL OWNED
HATED

UMBRELLA LIABILITY

OCCUR
EXCESS LIABILITY
CLAIMS-MADE

WORKERS’ COMPENSATION
AND EMPLOYERS’ LIABILITY

Y/N
Y

PREVIOUSLY EXCLUDED?
(Necessary in NJ)

DESCRIPTION OF OPERATIONS BELOW

CERTIFICATE HOLDER
Edward T. Walker Elementary PTA
1950 Space Race Avenue
Novato, CA 94947

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Manny Mashpotatoes

DATE: MM/DD/YYYY
2/21/2017

NAIC #

01/01/2017
12/31/2017

EL EACH ACCIDENT $1,000,000
EL DISEASE - EA EMPLOYEE $1,000,000
EL DISEASE - POLICY LIMIT $1,000,000
## Certificate of Liability Insurance

**Date:** 09/30/2017

**Producer:**
- **Name:** J. Madden
- **Address:** 2077 S Bowl Avenue, Oakland, CA 94609
- **Phone:** (999) 999-9777
- **Fax:** (999) 999-9778
- **Email:** C2B@SBIS.com

**Insured:**
- **Name:** Tim Taylor
- **Address:** 2077 Excellence Street, Novato, CA 94946

**Insurer(s) Affording Coverage:**
- **Name:** Stabler and Company

### Coverages

<table>
<thead>
<tr>
<th>Type of Insurance</th>
<th>Additional Sub Limit</th>
<th>Policy Number</th>
<th>Policy EFL (Immutability)</th>
<th>Policy Exp (Immutability)</th>
<th>Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial General Liability</td>
<td>Claims-Made</td>
<td>OCCUR</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>General Aggregate Limit Applies Per Policy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Automobile Liability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Any Auto</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>All Owned Autos</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Hired Autos</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Umbrella Liability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Excess Liability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

**Workers Compensation and Employers Liability**
- **YIN:** TIN 20179999999323
- **Per Statute:** 01/01/2017
- **Other:** 12/31/2017
- **El Each Accident:** $1,000,000
- **El Disease - EA Employee:** $1,000,000
- **El Disease - Policy Limit:** $1,000,000

**Description of Operations / Locations / Vehicles** (ACORD 101, Additional Reference Schedule may be attached if more space is required)

**Certificate Holder:**
- **Name:** Edward T. Walker Elementary PTA
- **Address:** 1550 Space Race Avenue, Novato, CA 94947

**Cancellation:**
- **Authorized Representative:** Manny Hashpotatoes

**Important:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).
PTA FINANCES AND EMAIL: PHISHING SCAMS

If you get an email from a fellow PTA officer asking to wire funds, do not send money.

Both email-phishing scams and crypto ransomware/malware are increasingly common and can have devastating impacts on businesses and non-profit associations of all sizes. As a non-profit association, PTA can be vulnerable to these types of cybercrimes at all levels and, in fact, we have heard reports of email-phishing scams happening to local leaders.

Email-phishing scams are typically fraudulent email messages appearing to come from legitimate enterprises (e.g., your PTA treasurer or president, your Internet service provider, your bank). These messages usually direct you to a spoofed website or otherwise get you to divulge private information such as bank account information or account passwords. The perpetrators then use this private information to commit identity theft or trick you to wire money.

Establish communication “backchannels” such as text message or phone calls to verify the authenticity of the request. Additionally, remember to keep your personal and PTA computer systems and firewalls up-to-date to minimize the potential for viruses to infect your system with malware.

Additional Resources:
- California State PTA Online Toolkit – http://toolkit.capta.org/finance/policies-and-procedures/
- Osterman Research White Paper – http://ow.ly/EXWq30m3kPs
- Tipwire Video – https://www.youtube.com/watch?v=VFa8gvvbELA&feature=youtu.be
California State PTA’s online membership system makes joining and renewing PTA membership at the local level easier for parents, families and community members.

We are pleased to announce we have partnered with TOTEM to design and develop this powerful tool specifically for PTAs in California.

Visit [www.capta.org/membershipTOTEM](http://www.capta.org/membershipTOTEM) to see it for yourself!
Electronic Membership System: Important Financial Updates

Accounting Procedures for PTAs
Just added: Step-by-step accounting procedures for PTAs using TOTEM. Take a look and get started on TOTEM today!

Stripe Payment Processing
The new electronic membership system, TOTEM, utilizes a secure third-party payment processing center known as Stripe. If your PTA unit is signed up for TOTEM and you receive an email from Stripe seeking additional information, please realize this is an additional security protection for our PTAs at every level. Please verify the browser address is correct and then follow up with the request. These verifications are there for your security.

Stripe may ask leaders who connect a bank account for personal information, such as your date of birth or government IDs such as your social security number. This is part of secondary user-identification verification that is required by Federal banking regulations known as KYC (Know Your Customer). Stripe uses this information to stay in compliance with anti-fraud and anti-money laundering regulations. When providing such information, you should double-check that your browser address begins with HTTPS (note the S at the end) and shows the proper name of the website you are visiting (ie. jointotem.com or stripe.com).

www.capta.org/membershipTOTEM
2019 Legislation Conference
Embassy Suites Hotel in Downtown Sacramento

January 14-15, 2019

Whether you're experienced in speaking up for children – or you are interested in learning about key issues and legislation – the California State PTA Legislation Conference is for you!

Remember, attending the Legislation Conference is a legitimate expense for your PTA, don’t forget to build this into your PTA budgets every year.

Registration opens Fall 2018 at www.capta.org.
2019 Convention!

More details to follow. Hope to see you there!

SAVE THE DATE
California State PTA Annual Convention
May 16-18, 2019 in Monterey, CA

California State PTA®
everychild. onevoice.
www.capta.org
Helping you make the most of your time.

You're making the most of your time so your students can be successful. Don't spend extra time keeping track of your organization's funds where there is an easier way. Check out PTAEZ®, the web based PTA software. Designed by accounting experts in partnership with leaders in PTA, PTAEZ® is tailor made to be easy, efficient, and effective.

With simple to use financial tools and detailed reports, you can take back your time for the important things you do as a PTA volunteer; making a difference.

California PTA Specific Features
PTA Specific Reporting
Financial Report
Treasurer's Report
Budget to Actual

Financial Secretary Report
Fundraiser Tracking &
Membership Reporting

Other Features
Check Writing
Receipting
Custom Web Store
Bulk Email
Bank Recon Tool

Contact us at
www.ptaez.com
(844) 944-7798
Free Modules to PTAs in California
In partnership with the California State PTA, PTAEZ® has provided every PTA in the state with access to Tax Document Upload and Officer Board Member Contact.

Tax Document Upload
Tax Document Upload allows every Unit, Council, and District in California to upload and store tax information directly into PTAEZ®. Detailed reporting allows for all PTA Units in California to stay on top of all required tax documentation and prevent non-profit status revocation.

Officer Board Member Contact
All California PTA Units, Councils, and Districts have access to Officer Board Member Contact. Update your PTA’s list of board members each year, and give PTAEZ® Officer Contact access to your board.

We’re here to support you!
PTAEZ® offers free support and trainings. You can reach our team by phone and support ticket. You can also sign up for one of our weekly webinars online at PTAEZ.com!

For more information visit or contact us today at
www.ptaez.com   (844) 944-7798
ShopPTA.com
- Customize & Buy Online
- Ships in 1-2 weeks
- PTA or PTSA

Tablecloths
For 6' Table $55.00
For 8 Table $60.00

Name Badges
Chapman Hills May O’Nays $10.00 Each
Premium Brass badge with magnetic backing

Meeting Banners
3' by 5' $45.00
4' by 6' $65.00

Custom Awards
McCain Elementary
Award Plaques
Keri Oki Treasurer 2018-2019 $15.00
Customize online PTA or PTSA

President Gavel
Customize online PTA or PTSA $28.00

Certificate of Appreciation
Anna Mull $1.50
Customize online PTA or PTSA

Tons of apparel options - All with your own individual PTA or PTSA name

CustomerService@ShopPTA.com
(714) 221-0711
2018 - 2019
REFLECTIONS®
AWARDS
ShopPTA.com

Square Marble Award
as low as $3.00 Each

Lapel Pins
as low as $2.00 Each

Reflections Medallion
as low as $3.25 Each

Reflections Ribbons
as low as $0.80 Each

2" Silver Decals
Pack of 50 $7.50
Roll of 100 $12.50

Marble Victory Trophy
as low as $5.25 Each

Marble Wreath Trophy
as low as $4.25 Each

Gold Coronet Trophy
as low as $6.25 Each

Honor Star Trophy

2018-2019 Reflections Certificates
Pack of 10 $5.00
Pack of 50 $20.00
Just $0.40 each!

Reflections Certificate Holders
as low as $2.25 Each

The Reflections name and logo is a trademark of National PTA and used by ShopPTA.com with permission from National PTA.